

INSTRUCTIONS FOR COMPLETING THE ANIMAL RECORD SUMMARY REPORT

All localities (counties, cities, or towns) with animal control operations are responsible for completing this form. This includes those localities that contract with humane societies and rescue operations for impoundment facilities. Humane societies, animal shelters, rescue organizations, and related organizations that receive animals for sheltering and/or adoption are also required to complete this form.

This report covers a **calendar year** (January 1 – December 31). Only one sheet, an annual **animal record summary**, is to be submitted. Individual monthly reports are not acceptable. Electronic submission is encouraged and may be done on the VDACS website at http://www.virginia.gov/vdacs_ar/cgi-bin/forms.cgi. A PIN number is required for electronic submission and can be obtained by contacting the Office of Veterinary Services 804-786-2483.

Number Received

Column A – the number of animals on hand on January 1st, carried over from the prior year. There are six (6) categories for taking possession of an animal (Columns B – G).

Column B – Stray: An animal, not under the control of its owner, that is picked up running at large or brought in to the operation by an animal control officer or third party.

Column C - Seized: Those animals taken because of violations of the Comprehensive Animal Laws.

Column D – Bite Cases: Those animals involved in bite cases that are **taken into the facility** either voluntarily or involuntarily on the part of the owner. Do not include “home quarantines” in this column or in any other “received” column.

Column E – Surrendered by Owner: Those animals that are turned in to the facility by the **owner** because they no longer want the animals (for whatever reason).

Column F – Received from Another Virginia Locality or Facility: Some localities and organizations transfer custody of animals at the expiration of the required holding period to another locality or organization. Animals received in this manner are recorded here. Indicate the name and address of all the facilities that animals were transferred from on the form line beneath the Received chart.

Column G – Others: This category includes animals born at the facility, received from an out-of-state facility, or other reason not included in other categories. Describe the reason on the form line for Column G.

Wildlife

Picked-up Dead: Dead animals removed from roadways, public or private property.

Relocated/Released to Wild: Live wildlife picked up and released back into the wild.

Manner/Method of Disposition

Column K – Transferred to another VA locality or facility: Indicate the total number of animals transferred to other VA facilities in this column. Indicate the name and address of all of the VA facilities that animals were transferred to on the form line beneath the Disposition chart. The facility receiving the animals should include those same animals in their Received Column (F). An animal control officer that picks up an animal and delivers it to a pound is not performing a transfer. The final disposition of the animal is determined by the pound and recorded on the pound’s annual Animal Record Summary form.

Column P – Miscellaneous: This category may include animals that escaped, died in the facility, or were stolen. An explanation is required below the disposition chart.

Additional Helpful Information

- The total numbers of animals received and disposed of should balance.
- The sum of columns I through Q should be recorded in column R. The sum of columns A through G should be recorded in column H. Column R totals should match column H totals.
- Any additional information should be included on the back of the form.
- You may copy and use this form for monthly summaries, but only submit annual Animal Record Summaries to the State Veterinarian' Office.
- The annual Animal Record Summary is due no later than January 15th of each year.
- If no animals are handled during the reporting period, a negative report *is* required.
- If you have any questions or comments on these reporting requirements, please contact the Office of Veterinary Services in Richmond at 804-786-2483.